

Ground Rules for 2021 Academic Negotiations

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3. The Parties agree to use the Zoom platform for bargaining subject to the following additional agreements:
 - a. Participants will ensure that their banner identification includes their name, Local, College or Organization, position and preferred pronouns (subject to the individual's willingness to do so);
 - b. The "chat" function shall be disabled;
 - c. There shall be no recording of the Zoom sessions;
 - d. No one will record, screenshot, photograph, videograph or otherwise electronically record any of the Zoom sessions;
 - e. Participants shall be free to take their own notes for their own purposes;
 - f. Wherever possible (subject to bandwidth and other technical issues), Participants shall keep their cameras on during Zoom sessions;
 - g. Where a Participant cannot, for technical reasons, have their camera on, they shall advise their "Negotiator" or "Team Chair" of the issue who shall promptly advise their counterpart on the other Party's team of the issue;
 - h. Participants shall keep their microphones muted except when participating in a discussion;
 - i. Where the Parties agree to meet in Side Bar, a Breakout Room will be established;
 - j. The Parties, at their option, may choose to caucus in separate Breakout Rooms or using different Zoom or other platform sessions;
4. Either Party may call a caucus meeting at any time by advising the other Party that they are doing so:
 - a. Caucuses will be presumed to be of an hour's duration unless otherwise stated in advance;
 - b. Where a Party anticipates that a caucus may extend beyond an hour, it will, through its Negotiator or Chair advise their counterpart with an estimate of the further duration required;

- c. Where a Party intends to take a meal break during a caucus, it will advise the other Party through its Negotiator or Chair;
5. If a Team Member will not be attending a bargaining session, wherever possible, the Team's Negotiator will advise their counterpart;
6. To respect everyone's time, meetings are to be held on mutually agreed dates, and unless otherwise agreed from 10 am to 5 pm;
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10. When presentations are made by either Party on a topic questions will be reserved until the end of the presentation;
11. When an item is tentatively agreed to by the Parties, the Negotiators and Team Chairs will sign-off the item using Docu-Sign;
12. Both Parties agree to provide an electronic copy of documents and passes for ease of communication in both PDF and MS Word formats;
13. The Parties agree that when they present a proposal, they will provide an electronic copy at least 10 minutes prior to the bargaining session at which the proposal will be presented. Such proposals shall be sent to the Negotiator and Team Chair for the other Party;
14. Both Parties reserve the right to add, delete or amend proposals during the course of negotiations. Proposals are tabled without prejudice to the Union's/CEC's position;
15. Should the Parties mutually agree to initiate working groups to problem-solve issues or proposals at the bargaining table, these discussions shall be non-binding.
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